

Mission Statement

St. Joseph Early Learning Center is called by its Catholic Parish Community to assist the parents of our community in the development and care of their children. St. Joseph Early Learning Center will plan and implement a program to enhance religious, social, emotional, and physical development of children. A safe, fun, loving atmosphere will be provided in which children can grow and discover that people and the world are gifts from God.

St. Joseph Early Learning Center
Martinsburg, MO

Infant/Toddler Program (ages 6 weeks to 24 months)

Parents are asked to provide diapers, wipes, diaper rash cream (if needed), formula, baby food, and a change of clothes. Parents are welcomed to bring any sort of lovey your child needs to sleep or calm itself with. Each infant will have its own playpen in which to sleep or play. Swings, bouncy seats, stationary walkers, and so forth will be provided.

Infants and toddlers will receive constant care by the same individuals. Diapers will be changed regularly, and infants or toddlers will never be left alone on a changing table. Located in the infant/toddler room there is a daily sheet where times of bottles and diaper changes are charted each day. We encourage the parents to take time to see how their child's day has been.

St. Joseph Early Learning Center reserves the right to charge a "spot holding fee". When a infant spot comes open, the director will contact the next family on the waiting list. The family then must choose if they would like to claim the available spot. If the child is not yet physically able to fill the available spot (not yet born, not old enough to attend, ect.) the parents can claim the spot by paying a weekly "holding fee" to hold the spot for their child. The holding fee is \$20.00 less than the normal weekly infant/toddler rate.

Preschool Program (ages 2 to 5 years)

Parents are asked to provide a complete (shirt, pants, socks) change of clothes. If a child is potty training several sets of clothes will be needed. St. Joseph Early Learning Center will follow the parents lead on potty training. Please, just let us know when you would like to begin and some specific information about your child with regard to using the potty.

Weekly thematic units will be used. Circle time and table time will revolve around the thematic unit of the week. Circle time is a group time where books, games, finger plays, and songs are used. Table time is for art, games, and where concept pages can be completed.

The two and three year olds will work on self-help skills: putting on their own shoes, dressing themselves, etc. Shapes and colors will be introduced. Large and small motor skills will be worked on.

Four and five year olds will be concentrating on getting ready for Kindergarten. The alphabet and numbers will be introduced. Writing skills will be a large part of the planned curriculum.

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St. Joseph Early Learning Center offers both full-time and part-time care for infants, toddlers and preschoolers.

Discipline

St. Joseph Early Learning Center will first use a verbal warning with a child who is disregarding rules or disrupting the class. If disruptions continue the child will be asked to sit next to a teacher while still involved in classroom activity. If still the child is unable to follow the teacher's instructions a "time-out" will result. A "time-out" is away, still within the sight of a teacher, from the rest of the children where the child has a chance to calm down so that they may rejoin the rest of the group.

If a child becomes a constant, daily disturbance to the classroom, and the staff feels it necessary, the child can be put on a probation period. During the probation period the child must show a significant behavior improvement in the classroom; if there is not a significant improvement the child will be dismissed from the Early Learning Center.

St. Joseph Early Learning Center will never use physical or verbal punishment as discipline. Children will never be humiliated, threatened, or frightened as punishment.

Religious Studies

Bible stories and prayer will be used daily in our curriculum. Occasionally children will attend Mass with the St. Joseph School. Parents will be notified of the dates and times.

Admission

St. Joseph Early Learning Center will admit children ages 6 weeks to 5 years. St. Joseph Early Learning Center will consider children for enrollment regardless of sex, race, or religion.

St. Joseph Early Learning Center requires the return of the enrollment form, shot record, birth certificate, as well as an enrollment fee of \$20.00 (per family) paid prior to the child's first day.

Arrival and Departure

Children will be greeted upon arrival by a teacher. Parents are required to sign their child in and out on the daily sign in sheet. St. Joseph Early Learning Center will only dismiss children to parent(s), legal guardian, or an individual approved by the parent(s) or legal guardian. If an employee does not know a person picking up a child a picture I.D. will be needed before the child is allowed to leave. Children may not leave the building without the company of an adult. This is for the safety of the children.

Fees and Payments

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Fees are as follows:

Infant/Toddler Program

1 day - \$22.85
2 days-\$45.70
3 days-\$68.55
4 days-\$91.40
5 days-\$109.00

Preschool and School Age (summer care)

1 day - \$19.50
2 days - \$39.00
3 days - \$58.50
4 days - \$78.00
5 days - \$97.50

Payment is due the Monday of the week of service. If the weekly fee is not received by closing time the following Tuesday there will be a \$5.00 late fee.

Any parent who writes a check, please make the checks payable to St. Joseph Church and put the payment in the envelope at the sign in and out sheet.

The returned check fee is \$25.00. There will also be a \$1.00 per minute late pick-up fee to be paid to the closing employee.

St. Joseph Early Learning Center requires payment of the days in which a child is scheduled. Parents are responsible for the sick days and holidays on which their child's schedule falls.

Hours of Operation and Holidays

St. Joseph Early Learning Center will open at 6:30 A.M. and close at 5:30 P.M. There will be no child care on New Years Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thursday and Friday of the Thanksgiving Holiday, and Christmas Day. Every effort will be made to get to the school in the case of winter weather, but it will be announced on the 95.7 KWWR if the teachers are unable to get to the school.

Notice of Withdrawal

Parents must notify St. Joseph Early Learning Center two weeks before the child's last day. Unless such notification is given the parents are responsible for the child's scheduled days.

Sickness

Parents will be notified by an employee and expected to pick up their child if they show any of the following symptoms:

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Fever of 100 degrees or more	Non-Identified rash
Vomiting	Difficulty breathing
Diarrhea	Drainage of ears
Blood in stool or urine	Infestation (lice or scabies)
Complaints of pain or persistent crying	Injury or inflammation of eye

Sick children also include a child that may show the signs of streptococcal pharyngitis, chicken pox, shingles, pertussis, mumps, hepatitis A, measles, tuberculosis, and rubella.

Children are not allowed to attend the Early Learning Center if they have had fever, vomiting, or diarrhea within the past 24 hours. Please make sure the child is over the symptoms before the child is back in attendance.

Prescription medication will be administered only with written permission from the parent. We realize that everyone is very busy these days, but we do ask that you not give your child Tylenol or Motrin to your child just to "get them through the day". A child is considered contagious if they have a fever of 100 degrees or higher. Please notify your child's care giver if you have given your child any over the counter medication (for example cough or cold medicine).

Staff

St. Joseph Early Learning Center will employ an experienced staff that will be required to pass an abuse screening through the state of Missouri. Each staff member will be required to attend twelve clock hours a years of child care workshops or classes.

Children are a gift from God. We will strive to provide an atmosphere where your child can grow and develop in a fun, loving, and safe environment. Thank you for choosing us to provide care for your child.